

STATE OF MICHIGAN
MACOMB COUNTY CIRCUIT COURT

In re Court Hours

Administrative Order 2007-1

Pursuant to Michigan Supreme Court Administrative Order 1998-5 and State Court Administrative Office Administrative Guideline 1999-02, the following policy is adopted by the 16th Judicial Circuit on Court hours:

1. This order covers the Macomb County Circuit Court.
2. The standard business hours of the Macomb County Circuit Court shall be generally consistent with the standard working hours of Macomb County. For the purposes of this order, “standard business hours” mean the hours the Court is open to the public. The standard Macomb County hours are 8:30 a.m. to 5:00 p.m., Monday through Friday
3. In the following instances the business hours of Departments of the Court vary from standard business hours:
 - A. The Macomb County Circuit Court Friend of the Court is directed by law to maintain non-standard business hours for the convenience of customers.
 - B. Probation staff may maintain limited additional non-standard business hours in order to allow probationers to report in the evening.
 - C. The Court Section of the County Clerk’s Office public service hours are 8:00 a.m. to 4:30 p.m.
 - D. With the permission of the Chief Judge, specific offices of the Court may maintain public service hours of 8:00 a.m. to 5:00 p.m.
 - E. The hours for holding court are from 8:30 a.m. to Noon and 1:30 p.m. to 5:00 p.m., unless a judge directs that his or her hours of holding court are 8:00 a.m. to Noon and 1:30 p.m. to 4:30 p.m. or unless otherwise ordered by the trial judge or the Chief Judge in a particular case.
 - F. Orders and judgments may be submitted to judges’ clerks for signing and entry only during the hours of 8:30 a.m. to Noon and 1:30 p.m. to 4:30 p.m.

4. The Court is closed for the holidays recognized by Macomb County. In addition to the holidays designated by the Michigan Supreme Court in MCR 8.110(F), Macomb County is closed the afternoon of Good Friday, Columbus Day, ½ day on Good Friday and the November general election day in even numbered years.

5. Local Administrative Order 1999-2 is REPEALED.

6. This order is effective October 15, 2007.

Antonio P. Viviano, Chief Judge

Dated: October 4, 2007